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Approved For Release 2001/08/10 : CIA-RDP55-00011A000100020124-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

FROM : Chief, Orientation and Briefing Division

SUBJECT: Report for Week 5-12 October 1952

DATE: 13 November 1952

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I. INDOCTRINATION

1) On Monday, 10 November, a total of [REDACTED] newcomers attended the Indoctrination Program.

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2) On Monday, 17 November, we expect [REDACTED] to attend the program.

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II. ORIENTATION

1) Final arrangements were made with speakers, with the Graphics Division for visual aids, with the Department of Agriculture, with the Transportation Division, with the Printing Office, and with all other segments of our Agency connected in any way with the staging of next week's Eighth Agency Orientation Course.

2) The copies of the program are scheduled to be delivered to the Orientation and Briefing Division this afternoon for distribution to the offices throughout the Agency.

3) All necessary re-adjustments were made in the program to accommodate our special guest on the fourth day.

III. PRESENTATIONS

1) [REDACTED], Chief, Career Development Staff, Office of Personnel, made the biweekly presentation on Wednesday, 12 November. His subject was "Career Service in CIA."

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2) We have received commitments from Mr. Lawrence R. Houston, General Counsel, and both [REDACTED] (who is Deputy Personnel Director) and Mr. [REDACTED], to participate in the Presentations Programs on 26 November and 10 December respectively. The title of Mr. Houston's presentation will be, "Legal Aspects of Intelligence Operations," and [REDACTED] will give an up-to-date presentation on activities between 12 November and 10 December in the Career Development field, allowing greater opportunity for questions than that given to the audience yesterday.

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JOB NO. BOX NO. FLD NO. DOC NO. NO CHANGE
IN CLASS/DECLASS/CLASS CHANGE TO: TS S C RET. JUST. 22
NEXT REV DATE 10 REV DATE 11/11/52 REVIEWER 006/99 TYPE DOC. 02
NO. Pgs 2 PREPARATION DATE ORG COMP 11 OPL 11 ORG CLASS C
REV CLASS C REV COORD. AUTH: HR 703

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3) Since the following regular date for a Presentations Program in December would fall on Christmas Eve, 24 December, we recommend that the next program be scheduled for the first Wednesday in January, 7 January 1953. If this meets with the approval of the Director of Training, it will facilitate our work in scheduling for the future.

IV. SPECIAL

1) On Friday, 7 November, a presentation was made at the Counter Intelligence Corps School, Fort Holabird, on the subject, "Interpreting the National Intelligence Mission for those in the Counter Intelligence Corps."

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2) [REDACTED] of the Office of Current Intelligence called regarding the participants on the SIS program. He expressed some apprehension that [REDACTED] was not nominated. I suggested that he discuss this matter with the Deputy Director of Training (General).

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3) A call was received from [REDACTED] (Deputy Chief of the Personnel Procurement Division) for the Chief, Orientation and Briefing Division, to give a special briefing to three new recruiters who are coming into the Agency next week. As in the past, we shall set up a meeting for a short period next week to acquaint these new people with the Agency organization.

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[REDACTED]
Chief, Orientation and Briefing Division

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lcc: Chief, Plans and Policy Staff, OTR

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